

CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
SAN LUIS OBISPO, CALIFORNIA

Academic Senate Agenda

October 8, 1974 U.U. 220, 3:15 P.M.

- I. Introduction (Weatherby)
- II. Approval of Minutes  
(May 14, 1974 & May 28, 1974: Executive Committee Action during summer quarter)
- III. Report of Academic Senate Business since May meeting
  - A. Action by President Kennedy on 73/74 Senate Recommendations (Weatherby & Labhard) (Attachments III-A, i-vi)
- IV. Committee Reports
  - A. Budget (Nielsen)
  - B. Constitution and Bylaws (Johnson)
  - C. Curriculum (Sullivan)
  - D. Election (Hooks)
  - E. Instruction (Jennings)
  - F. Personnel Policies (Weber)
  - G. Student Affairs (Drandell)
  - H. General Education (Daly)
  - I. Personnel Review (Andreoli)
  - K. Fairness Board (Lansman)
  - L. Faculty Library (Winslow)
  - M. Ad Hoc Student Evaluation of Faculty (Coats)
  - N. Administrative Council (Sullivan)
  - O. Academic Council (Labhard)
  - P. President's Council (Weatherby)
  - Q. Foundation Board (Weatherby)
- V. Unfinished Business
  - A. 73/74 Score Sheet (Weatherby & Labhard) (Attachment V-A)
  - B. By Laws Committee Sub-Committee on Professional Responsibility (Johnson)
  - C. Faculty Professional Development Proposal (Jennings) (Attachment V-C to be distributed)
- VI. Announcements
  - A. Use of Credit (Weatherby) (Attachment VII-A)
  - B. Distribution of Meeting Schedule (Labhard) (Attachment VII-B)
  - C. Appointment of Thomas V. Johnston to Grievance/Disciplinary Action Panel Chairman (Weatherby)

VII. Announcements - (cont.)

- D. Senate and Committee Membership (Weatherby) (Attachments VII-D,i & ii)
  - 1. School of Architecture and Environmental Design Vacancies
    - a. 2 Senators
    - b. 1 Representative to the following:
      - Budget Committee
      - Personnel Review Committee
      - Election Committee
      - Student Affairs Committee
  - 2. School of Business and Social Science Vacancies
    - a. 2 Senators
    - b. 1 Representative to the following:
      - Executive Committee
      - Election Committee
      - Personnel Policies Committee
      - Fairness Board
  - 3. ASI Vacancies
    - a. 1 Representative to the following:
      - Constitution and Bylaws Committee
      - Curriculum Committee
      - Instruction Committee
      - Personnel Policies Committee
      - Student Affairs Committee
      - General Education Committee
      - Research Committee
      - Fairness Board
      - Faculty Library Committee
    - b. 2 Representatives to the Distinguished Teaching Awards Committee
  - 4. Administration Vacancies
    - a. 1 Representative to the Instruction Committee  
(Associate Dean Academic Planning)
- E. Executive Order No. 201, Grievance Procedures for Academic Personnel (Weatherby)
- F. Explanation of Professional Consultative Services Representation on Committees and Senate (Johnson)
- G. Relief Campaign for Honduran Flood Victims (Gooden)

## Memorandum

To : Hazel Jones; Messrs. Cummins, Ericson, Fisher,  
Gibson, Hasslein, McKibbin, Valpey, Weatherby

Date : September 23, 1974

File No.

Copies : Andrews, Chandler,  
Shelton, Voss

From : Robert E. Kennedy

Subject: Appointment of Instructional Department Heads

The Academic Senate, at its regular meeting on May 14, 1974, recommended a revision to CAM Section 315.5 on appointment of instructional department heads. On May 30, 1974, I notified the Chairman of the Academic Senate that I could support the concepts of the proposed revision, but that I would seek the Academic Council's review to make certain that the words are equally understood by all.

As a result of this consultation, two changes to the Senate document were recommended for clarification and understanding. One suggestion was that a statement be added to the section on appointment of temporary department heads stipulating that consultation would not follow the extensive procedure outlined for regular department head appointments. The other suggestion was that paragraph B. be amended to provide for approval of the consultative procedures by the school dean, the Vice President for Academic Affairs, and the President. Both of these recommendations are acceptable to me and do not appear to be in conflict with the Senate proposal. In addition, the procedures have been revised to provide that nominees recommended by the department should not be submitted in order of preference.

Effective immediately, I am approving the attached revision to CAM 315.5 on Appointment of Instructional Department Heads. This revision will be incorporated in the next general revision of the Campus Administrative Manual.

## 315.5 Appointment of Instructional Department Heads

- A. Instructional department heads are members of the university's administrative line organization and as such are directly responsible to the appropriate school dean for administration of their respective departments. They are appointed by the University President for indefinite terms. The President will consult with the Vice President for Academic Affairs and the dean of the school to which the department is assigned, the departmental faculty, and any other individual or group as considered necessary in reaching a decision on instructional department head appointments. The dean will inform the faculty of all pertinent personnel information governing the appointment of the department head.
- B. Variations in department sizes suggest flexible guidelines governing faculty participation in the consultative process. Consequently, the department, by majority vote of the full-time faculty (tenured and probationary) will recommend to the President, through the school dean and the Vice President for Academic Affairs, procedures for the selection of nominees. Not more than three nominees acceptable to the department are to be selected and presented to the President through the school dean and the Vice President for Academic Affairs. In the event that these procedures require the creation of ad hoc committees, their duties and membership shall be determined by a majority vote of the full-time faculty.
- C. The department's full-time faculty may decide, by two-thirds majority vote, not to follow the guidelines specified in "B" above. In that case, the school dean will confer with the President or a designee in order to determine the nature and extent of the consultative procedures to be followed. In this situation consultative procedures will vary; depending on the particular circumstances, procedures normally will involve consultation with faculty members, and may also include students, other university staff members, or knowledgeable outsiders. Faculty members consulted may include faculty from within or outside the department under consideration, and may be tenured and/or probationary; the students may be present and/or former ones.
- D. The appointment of acting, interim or temporary department heads will also be made by the University President following consultation with the Vice President for Academic Affairs and the appropriate school dean and the department faculty. Consultation with the department faculty in selecting an acting, interim or temporary department head will not follow the extensive procedure outlined for regular, indefinite term, department head appointments.

ATTACHMENT III-A.1

## Memorandum

To : Dr. Hazel Jones  
School Deans  
Instructional Department Heads

Date : September 13, 1974

File No.:

Copies : *Acad. Senate*  
Weatherby, Coyes,  
Johnston, Shelton,  
MacDonald, Andrews,  
Chandler, Voss

From : Robert E. Kennedy

Subject: Revision of Sabbatical Leave Policy and Procedures

On October 10, 1973, the Academic Senate proposed a number of changes in the sections of CAM pertaining to sabbatical leaves. After consideration by the Academic Council, I approved their recommendation on November 26, 1973, and requested the school deans to implement it to the extent possible. The final approval of the proposed CAM changes was withheld pending resolution of certain wording problems necessary to remove inconsistencies between sections of the procedures. The wording of the proposed changes has been reviewed and agreed upon by all concerned.

I hereby approve the attached revised CAM sections 385 through 386.5 pertaining to sabbatical leaves effective immediately. A copy of the revised Application for Leave of Absence with Pay, SC-10, is also attached. Additional copies of the revised form are available in the Personnel Office for use by faculty who wish to apply for sabbatical leaves during the 1975-76 year.

ACADEMIC SENATE

SEP 19 1974

CAL POLY - SLO

ATTACHMENT III-A, 11

204.2 - 205.2

204.2 CHSA

The California State Employees' Association is an independent, nonprofit, statewide organization open to all Cal Poly and auxiliary organization employees. The local chapter is designated as Cal Poly Chapter No. 57.

204.3 Other Employee Organizations

A number of other organizations having membership open to certain faculty and staff are available:

AAUP	-	American Association of University Professors
ACUP	-	Association of California State University Professors
CCWA	-	California College and University Faculty Association
UPC	-	United Professors of California

204.4 Cal Poly Women's Club

Membership is open to women faculty members or women employees of Cal Poly and its auxiliary organizations, or wives of faculty and employees of Cal Poly and its auxiliary organizations and the Bureau of Agricultural Education. Membership is effective upon request to become a member, establishment of eligibility for membership, and payment of annual dues. Meetings are scheduled monthly. Additional information is available in the Personnel Office.

385 Leaves of Absence

385.1 General

- A. The university encourages leaves for the purpose of improving the university program. Leaves of absence may be granted for purposes of study, research, work experience, or travel. The basis for granting leaves is that they will result in improved instruction or other direct benefits to the university program. The number of leaves granted during any one period is limited to a figure which will not be so excessive as to weaken the effectiveness of annual university operations. All such leaves are granted under the provisions of the California Education Code and the California Administrative Code, Title 5.
- B. In order that maximum benefit to the university program may be realized, an individual taking leave for the purpose of improving the university program will submit two copies of a post leave report to the division head or dean via the department head within two months after return to work following the leave. The division head or dean will determine what further routing should be made of the report, keeping in mind its possible usefulness to others. The report should describe how the purposes stated in the approved leave request have been fulfilled and should include any additional information which might, in the opinion of the individual making the report, prove useful to other members of the campus community.
- C. If it becomes necessary for the individual to change materially the plans which formed the basis on which the leave was approved, it is required that a substitute leave application be submitted for approval.

385.2 General Criteria

- A. There must be demonstrable benefits to the university program.
- B. The number of concurrent leaves with or without pay per department is limited as follows:

FTE Staff in Department	Number of Leaves
1 - 10	1
11 - 20	2
21 - 30	3
31 - 40	4
41 - 50	5
51 - 60	6

Revised August, 1970

## 7. Debar on Leave

The dean of each school is responsible for entering and certifying that the number of leaves granted in any one quarter or year is not so great as to overburden the school as to disrupt the continued and regular coverage of the school or to affect the quality of education offered to the students. The granting of leaves of absence shall not exceed existing appropriations available for such leaves.

## 8. Extension of Leave

Leaves with pay may be granted for periods not to exceed three quarters to faculty members who meet the criteria established by law and by State University and College regulations.

## 9. Compensation

Compensation to faculty members on leave of absence with pay will be paid in the same manner as if they were not on leave of absence.

## 10. Filing of Bond

Except as provided in "J" below, final approval of a leave of absence with pay will be granted until the applicant has filed with the university a suitable bond guaranteeing the state of California that the applicant will return to the faculty and fulfill the duties of the position for which the leave was granted. The bond shall be in the amount of the total salary computed to become due the faculty member during his leave of absence. The bond will be annulled if the failure of the faculty member to return and render the requisite service is caused by his death, his physical or mental disability, or dismissal for cause.

## 11. Waiver of Bond

The obligation to file a bond may be waived by the President after determining that the interests of the state will be protected by a written agreement of the faculty member to return to the service of the State University and College as required above. Such agreement must be accompanied by a statement of attachable assets showing, to the satisfaction of the President, the faculty member's capacity to indemnify the state against loss in the event of failure, through no personal fault, to fulfill the agreement.

## 12. Extension of Leave of Absence

The President may grant a faculty member one leave of absence without pay, not to exceed one year, at any time following completion of a leave of absence with pay. Time spent on such leave of absence without pay shall not be credited toward the requisite service required following a leave of absence with pay.

## 13. Replacement

The dean of the school will appoint a full-time replacement or the equivalent part-time replacement for a faculty member granted a leave of absence with pay unless the dean determines that the workload is such that the duties of the position vacated can be absorbed wholly or in part by existing faculty. Appointment of a replacement may be as a lecturer or as a regular academic appointment. The nature of such appointment will be determined by the dean of the school in light of whether or not it appears that there will be a continuing need for the services of the individual serving as the replacement.

## 14. Leaves with Difference in Pay

A faculty member who has completed at least six consecutive academic years of full-time service is eligible to be granted a leave of absence for one or more quarters not to exceed three quarters with compensation equal to the difference in salary between that received and the minimum salary of the junior instructor rank for the leave period.

## Leaves with Pay

Leaves with pay may be granted to faculty members after completion of six consecutive academic years of full-time service for (1) one or more quarters not to exceed three quarters, with compensation equal to the difference in salary between that received by the faculty member on leave and the minimum salary of the junior instructor rank; (2) one quarter at full pay; (3) two quarters at three-fourths of full pay; or (4) three quarters at one-half of full pay.

## Limitation of Leaves with Pay

None of the four types of leave with pay can be granted to applicants whose purpose is to accept full-time employment. There may be rare instances where a faculty member's leave. However, the burden of proof is on the faculty member in any such exceptional circumstance to demonstrate the worth of such employment. A faculty member is not precluded from accepting any employment, but such employment must be minimal and purely incidental. This limitation applies to employment with any company, firm, college, public school system or agency or other organization, including positions in a foreign country under a foreign aid program.

## General Principles

### A. Purpose

Leaves of absence with pay may be granted faculty members for purposes of study, research, or travel which will so improve and update their capabilities that during future employment in the university such experience will substantially enhance their value to the university and the students thereof.

### B. Retirement

The percentage of time for which a faculty member receives compensation during a leave of absence with pay determines the amount of service credited toward retirement. In no event shall the period of a leave with pay be construed as a break in the continuity of service required toward retirement, or toward any salary adjustment.

### C. Continuity of Service

A leave without pay does not constitute a break in the continuity of service required to qualify for leave with pay. Under certain circumstances, the dean of a school may determine that the actual time while on a leave without pay (not more than one year) will count toward eligibility for leave with pay.

### D. Reinstatement

At the expiration of the leave, a faculty member will be reinstated in the position held at the time of the granting of the leave of absence, unless otherwise agreed.

### E. General Eligibility

To be eligible to apply for and receive a leave of absence with pay, the faculty member must have served full time for six consecutive academic years. Not more than one such leave may be granted in each seven-year period.



### 306.6 Leaves with One-half Pay, Three-fourths Pay, or Full Pay

A faculty member who has completed at least six consecutive academic years of full-time service is eligible to be granted a leave of absence for one quarter at full pay, two quarters at three-fourths of full pay, or three quarters at one-half of full pay.

### 306.5 Application Procedure for Leaves with Pay

#### A. Deadline

Any faculty member desiring a leave of absence with pay shall submit an application to the department head by October 20 of the college year preceding that in which the leave would occur. The department head will evaluate the application and submit a recommendation to the dean of the school by November 1. In arriving at a recommendation, the department head will consult with the tenured members of the department faculty and the results will be presented in writing to accompany the recommendation.

#### B. Form of Application

The first two pages of the application shall be prepared in three copies and provide the following information:

1. Name of applicant
2. Academic rank and class
3. Current monthly salary equivalent and annual salary
4. Appointment date with the university--month, day, year
5. Dates of last leave of absence with pay--from and through
6. Type of leave requested:
  - a. One quarter at full pay
  - b. Two quarters at three-fourths pay
  - c. Three quarters at one-half pay
7. Effective dates of the proposed leave from--month, day, year; through--month, day, year
8. A detailed outline of the proposed plan of study, research, or travel and service to be performed during the period of the leave and a statement of the resulting benefits which will accrue to the university and its students
9. The applicant's background applicable to the proposed plan of study, research, or travel
10. Probability of completion of the proposed plan of study or research by the end of the leave period
11. Urgency of the proposed leave in terms of its contribution to the improvement of the institution and other direct benefits to the university's program
12. The nature, amount, and the source of anticipated supplemental support. Example: scholarship, fellowship, part-time teaching fellowship, research grant, employment

### C. Guidelines and Procedures

Each school shall elect a sabbatical leave committee composed of teaching faculty, who in consultation with the school dean, shall prepare guidelines that shall be consistent with but not limited to the following:

1. The relative weightings to be assigned to the following subcategories of sabbatical leave applications:
    - a. When the purpose is for meeting minimum standards established by the department for retention, tenure or promotion
    - b. When the purpose of leave is for (1) study, (2) research, (3) travel, or any combination of these
    - c. From faculty members who have had a previous sabbatical leave as compared to those applying for their first
  2. The priority to be given to the following factors:
    - a. The length of service in the university of the applicant
    - b. The recency of other leaves, such as fellowships and grants through monstate funding or other leaves with pay
    - c. The recency of previous unsuccessful applications
    - d. A purpose which is more innovative than traditional
    - e. A leave more beneficial to the university at large than to an individual school or department
    - f. The length of service remaining prior to mandatory retirement
- Guidelines as outlined above shall be submitted to the faculty of the school for approval. The sabbatical leave committee will interview all leave applicants of that school as soon as practicable after the application deadline (October 20) and evaluate the applications based upon merits of their proposals and the school guidelines.

### D. Distribution of Sabbatical Leave Positions within the University

The number of sabbatical leaves allocated to the university will be distributed on an equitable basis among the schools. Guidelines for distributing sabbatical leaves include an initial distribution of one sabbatical leave to each school, with the balance of the allocation to be distributed according to the ratio of eligible faculty members in the respective schools to the total eligible faculty in the university. Not later than October 1, the Director of Personnel Relations will determine, in consultation with the Director of Business Affairs, the projected number of sabbatical leaves for the following year which would be allocated to the respective schools under the guidelines and will report the projection to the school deans, the Vice President for Academic Affairs, and the Chairperson of the Personnel Review Committee of the Academic Senate. He shall also publicize the projection in the Cal Poly Report and through the Academic Senate. The school deans shall then provide those eligible members of their schools with the projection figures and copies of the procedures and guidelines utilized in establishing priority lists of candidates and alternates. In the event sufficient applications are not received by any school, the Personnel Review Committee will consider a redistribution of sabbatical leaves to the other schools after consulting with the Academic Senate. If the redistribution of sabbatical leaves is recommended, the committee will recommend sabbatical leave slots are still available. The committee will recommend candidates after considering the guidelines of the schools and the number of the highest alternates on the priority lists submitted by the schools.

6. December 1 - Priority lists established by the school committee forwarded via the school deans to the Vice President for Academic Affairs; concurrently, a copy of the priority lists and reports of the procedure followed in the recommendation process forwarded by the school deans to the Chairperson of the Personnel Review Committee of the Academic Senate.

7. December 10 - Report on procedural review of the recommendation process by the Personnel Review Committee of the Academic Senate to the University President, and to the Chairperson of the Academic Senate.

8. January 3 - Vice President for Academic Affairs notifies applicants of the President's action on their applications, such action subject to fiscal appropriations which are proposed for inclusion in the budget.

#### 4. Applicant's Further Action

As soon as an applicant for a leave with pay has been notified that his application has been approved, he shall complete and submit items 11 and 12 on pages 3 and 4 of the "Application for Leave of Absence with Pay" on the Vice President for Academic Affairs. (See Appendix VI.)

#### B. Recommendations

1. Following completion of all interviews, but not later than December 1, the committee which interviewed the candidates will send their recommendations to the respective school deans, who will forward them with their recommendations to the Vice President for Academic Affairs. The recommendations will list in priority all applicants from the school who are recommended for leave for (a) one quarter at full pay, (b) two quarters at three-fourths of full pay, (c) three quarters at one-half of full pay, and (d) one or more quarters not to exceed three quarters with compensation equal to the difference in salary between that received by the faculty member on leave and the minimum salary of the junior instructor rank.

2. Concurrent with transmission of the recommendations to the Vice President for Academic Affairs, the school deans will forward a copy of the recommendations, and in addition a detailed report of the procedure of the interview followed in the recommendation process, to the Chairperson of the Personnel Review Committee of the Academic Senate. The report of procedure followed in the recommendation process at school level will include, but not be limited to:

- The number and distribution by department of faculty eligible to apply for sabbatical leave
- The number of applications received, including distribution of the applications among the departments
- If any, a list of applicants not recommended
- The composition and method of selection of the school committee which interviewed the applicants
- A copy of each application

3. By December 10, the Chairperson of the Personnel Review Committee of the Academic Senate will forward its report of the review of the recommendation process to the University President and a copy to the Academic Senate Chairperson. The report should not be concerned with particular priority rankings; recommendations for or against particular applicants, or recommendations of alternative rankings; rather it should determine whether (a) established procedures were followed, (b) sufficient information was included in applications to warrant recommendations, (c) all relevant information was considered in the formulation of recommendations, (d) recommendations by the several school committees were internally consistent, and (e) an annual review of the forwarding of recommendations of leave allocated to the various schools has been jointly accomplished with the Director of Personnel Relations so that an equitable allocation pattern is established over a period of years.

#### F. Calendar for Processing Sabbatical Leave Applications

- October 1 - Projection by the Director of Personnel Relations of sabbatical leave positions to be allocated to the respective schools to the school deans, Vice President for Academic Affairs, Chairperson of the Personnel Review Committee of the Academic Senate, and to the Cal Poly Report.
- October 20 - Applications submitted to department head.
- November 1 - Applications submitted to the appropriate school dean with the department head's recommendation following consultation with tenured members of the department.
- November 6 - Applications submitted to appropriate school committee by the school deans; concurrently, the school dean will provide the Personnel Review Committee a list of names of all applicants and the dates their applications were received by their respective department heads.
- November 9-10 - School committee interview applicants.

Revised August, 1974

Revised August, 1974

APPENDIX VI

STATE OF CALIFORNIA

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Los Angeles, California 90036

APPLICATION FOR LEAVE OF ABSENCE WITH PAY\*

(As provided by Title 5 of the California Administrative  
Code, Section 43000-43008)

1. Name of Applicant \_\_\_\_\_  
Last First Middle
2. Academic Rank, or Present Title \_\_\_\_\_
3. Current Salary Step and Annual Salary \_\_\_\_\_
4. Employed at \_\_\_\_\_  
Name of Campus
5. Employed by California State University and Colleges since \_\_\_\_\_  
Month Day Year
6. Dates of last leave of absence with pay \_\_\_\_\_  
From (mo/year) Through (mo/year)
7. Type of leave requested:
  - A. ☐ One quarter at full pay after completion of six consecutive years of qualifying service
  - B. ☐ Two quarters at three-fourths pay after completion of six consecutive years of qualifying service
  - C. ☐ Three quarters at one-half pay after completion of six consecutive years of qualifying service
  - D. ☐ \_\_\_\_\_ Quarter(s) at difference-in-pay after completion of six consecutive years of qualifying service (Compensation is equal to the difference in salary between that received by the applicant and the minimum salary of the Junior Instructor rank for the leave period)
8. Quarter(s) requested for proposed leave during \_\_\_\_\_ year:  
Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

\*Pages 1 and 2 of this application are to be completed by the applicant in three copies and forwarded to the Department Head by October 20. Pages 3 and 4 should be completed after application for leave with pay has been approved.

SC-10

(CP,SLO - amended 9/74)

- 2 -

9. In support of this application I present the following: (1) detailed outline of my plan of study, research, or travel and service to be performed during the period of the leave; (2) statement of the resulting benefits which will accrue to the campus and its students; (3) my background applicable to the proposed plan of study, research, or travel; (4) probability of completion of the proposed plan of study or research by the end of the leave period; (5) urgency of the proposed leave in terms of its contribution to the improvement of the institution and other direct benefits to the campus program; (6) the nature, amount, and the source of anticipated supplemental support. Example: scholarship, fellowship, part-time teaching fellowship, research grant, employment. (Attach additional pages if more space is needed.)

10. Endorsements:

Having reviewed the applicant's proposed plan for leave of absence and statement of resulting benefits to the campus, approval is recommended.

Signature \_\_\_\_\_  
School Faculty Committee Chairperson School Dean

Date \_\_\_\_\_



APPENDIX VI

- 3 -

(To be completed by applicant after application has been approved)

11. ☐ I will furnish the President a bond, pursuant to Title 5 of the California Administrative Code, Section 43005, to indemnify the State of California against loss in the event I do not return to render one term of service in The California State University and Colleges for each term of leave.

OR

- ☐ I request that the President waive said bond. I agree to return to the service of The California State University and Colleges and render at least one term of service for each term of leave following my return from the leave of absence granted me. In support of this request, and pursuant to Title 5 of the California Administrative Code, Section 43005, I submit the following list of assets (the value of which is in excess of that salary to be paid to me during leave) as evidence of my capacity to indemnify the State of California against loss in the event of failure, through fault of my own, to fulfill this agreement.

Description of Attachable Assets: (You may include the current balance in retirement fund account.)

- 4 -

(To be completed by applicant after application has been approved)

12. I recognize that this leave, if granted, will be pursuant to Sections 43001 through 43008 of Title 5 of the California Administrative Code, the Chancellor's Executive Order No. 37, and the policies and procedures specified in FSA 67-19 and FSA 74-52, together with any amendments subsequently issued thereto. I agree to abide by the terms of Title 5 sections stipulated, Executive Order No. 37 and the policies and procedures referred to therein should this application be approved.

Signature of Applicant

\_\_\_\_\_  
Name Subscribed and Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.  
\_\_\_\_\_  
Address Notary Public,  
in and for the County of \_\_\_\_\_  
\_\_\_\_\_, State of California.  
\_\_\_\_\_  
Date Seal

13. Approval of the Campus President

Having received the recommendations of the Faculty Committee Chairperson and the school dean, I have reviewed and hereby approve this application in accordance with Section 43004 of Title 5 of the California Administrative Code for the Chancellor of The California State University and Colleges:

Signature \_\_\_\_\_  
President  
Date \_\_\_\_\_

## Memorandum

To : Joe Weatherby, Chairman  
Academic Senate

California Polytechnic State University  
San Luis Obispo, California 93401

Date : September 5, 1974

File No.:

Copies :

From : Robert E. Kennedy

Subject: Proposed Amendments to Academic Senate Constitution

This will acknowledge your August 19 memorandum which reports the results of a special faculty referendum on a proposed amendment to Article III of the Constitution of the Academic Senate, Staff Senate, and Joint Assembly. As you indicated, over two-thirds of those voting on the referendum were in favor of amending Section 1.e.(2)(c) of Article III of the Constitution to remove the instructional deans as ex officio voting members of the Academic Senate. I am endorsing this recommended change and will submit the revised Constitution to the Chancellor's Office with my recommendation that it be approved.

It is understood, of course, that other members of the administration will continue to serve as ex officio members of the Academic Senate as listed in Article III of the Constitution. These include the President of the University, the Vice President for Academic Affairs, and the Dean of Students.

ATTACHMENT III-A,iii

## Memorandum

To : Joseph Weatherby  
Academic Senate

Bud Gunter  
Staff Senate

From : Robert E. Kennedy

Subject: Proposed CAM Addition

The University structure has provisions for student organizations, faculty and/or staff organizations, and certain special groups such as the Cal Poly Women's Club. Recently a campus group consisting of faculty, staff, students, and auxiliary employees joined in a common purpose. It was discovered that present CAM provisions would require considerable stretching to accommodate this group or any other similar one.

Consequently, a proposed CAM addition was prepared and presented to the President's Council for review at the last meeting in the spring quarter, 1974.

The following statement resulted from the review by the President's Council:

#### Proposed CAM Section

#### Section 790 - Campus Organizations

The use of the University name, facilities, and services may be granted to certain organizations whose memberships consist primarily of a combination of students, faculty, staff and/or auxiliary staff members, upon application to the University President. Although the authorization of the use of campus facilities is the final decision of the President, he may refer the request to appropriate administrative staff or consultative bodies for recommendation. The application for organization must state the purpose of the organization, the kinds of activities to be held on campus, and the names of the responsible officers of the organization. The names of such officers should be submitted annually to the President at the beginning of the fall quarter, or at any time a change is made.

ATTACHMENT III-A,iv

Date : July 31, 1974

File No.:

Copies :

ACADEMIC SENATE  
JUL 24 1974  
CAL POLY - SLO

Memorandum

- 2 -

July 31, 1974

To: Joseph Weatherby - Academic Senate  
Bud Gunter - Staff Senate  
From: Robert E. Kennedy  
Subject: Proposed CAM Addition

All such groups must conform to campus regulations relating to non-discriminatory membership, absence of hazing, and other appropriate rules currently in effect relating to existing student and campus organizations.

I would appreciate having your respective Senates review the proposed change. Because there is a group desiring such affiliation, I would appreciate having your recommendation as early as feasible.

State of California

## Memorandum

To : Robert Alberti

Date : June 24, 1974

File No.:

Copies : Fisher, Andrews, Chandler,  
Cummins, Ericson, Gibson,  
Hasslein, Servatius,  
Valpey, Whitson, Weatherby

From : Robert E. Kennedy

Subject: Academic Senate Actions of May 28

Your memo of May 31, 1974, reports on the actions taken by the Academic Senate at its regular meeting of May 28, 1974. Listed below are my responses to those items requiring action by the President. I will respond in the order of your listing:

- 1) Curriculum proposals from the seven instructional schools endorsed by the Curriculum Committee.

The staff work on these proposals has been completed. Submission of curriculum changes regarding new degrees, options, and concentrations will be forwarded to the Chancellor's Office in the near future. The Academic Senate will be notified of final action.

- 2) Endorsement of the Instruction Committee's recommendation regarding "Procedural Guidelines on Faculty Nonpublished Text Material" for the El Corral Bookstore.

The Foundation Board endorsed the guidelines except for the section on royalty payments. The Academic Council made no changes in the statement adopted by the Foundation Board. The Academic Senate's action and recommendation will be reviewed by the Foundation Board with a recommendation to be forwarded to the President.

- 3) Approved three recommendations of the General Education and Breadth Committee's report regarding revisions to the recommended 1975-77 catalog to be effective for the 1977-79 catalog.

No action will be taken by the President until the Academic Senate has taken a position on the proposed change which was referred by the Senate back to the committee regarding the Basic Subjects section.

- 4) Approved recommended revisions of the Academic Senate Bylaws as suggested by the Senate Directions Committee.

No action anticipated until the President is informed of the special election results on the proposed constitutional amendment to delete instructional deans as voting members of the Academic Senate.

ATTACHMENT III-A, v

## Memorandum

To : Robert E. Alberti, Chairman  
 Academic Senate

ACADEMIC SENATE

Date : May 30, 1974

JUN 03 1974

File No.:

CAL POLY-SLO

Copies : Fisher, Cummins, Ericson,  
 Gibson, Hassel, Servatius  
 Valpey, Whitson, Shelton,  
 Andrews, Chandler

From : Robert E. Kennedy *REK*

Subject: Your May 3 and May 15 memos re: Academic Senate Recommendations

In these two memos you listed under meeting dates of April 23, April 30, and May 14 a series of actions taken by the Academic Senate. Some of the actions appeared not to be recommendations to the president but endorsements of proposed actions by other groups. On such items I am pleased to get the considered opinion of the Academic Senate and will act with that endorsement in mind when the final recommendation reaches me. I will respond in the order of your listing:

Under April 23

1. Endorsement re: "certificate of participation" at commencement. The proposal by the Commencement Committee, also endorsed by the President's Council, was approved by the president and is being implemented for June 15, 1974.
2. Endorsement re: "tow-away plan" for illegal parking. No action needed pending receipt of ad hoc Traffic Management Committee report.

Under April 30

1. Endorsement re: Academic Senate Directions Committee recommendations to the Academic Senate's Constitution and Bylaws Committee. As I told you after I had read the first or early rough draft of the "directions" recommendations, there are some proposals for change in function and membership of the Senate which I do not favor. I was shocked that these were so quickly converted by the Constitution and Bylaws Committee into a ballot for Constitution revision without prior consultation with me as to what changes in the originally approved "powers and duties" delegated to the Academic Senate I would be willing to recommend to the Trustees in order to obtain that Board's approval of the proposed changes.

The historical records of your organization should provide you with all the prior correspondence necessary to confirm the fact that you can not change the Constitution of the Academic Senate without Trustee approval. In my

ATTACHMENT III-A, VI

Robert E. Alberti

- 2 -

May 30, 1974

May 14, 1968, letter to Dr. Corwin Johnson are these excerpts: "Since it will be my responsibility to make a recommendation to the Chancellor relative to approval by the Trustees of the proposed Constitution"...and..."I feel it of utmost importance to have the proposed Constitution and Bylaws submitted officially to the President of the College as a recommendation of the Faculty-Staff Council before these documents are submitted to a referendum vote of the full college faculty and staff." That letter also quoted the August 4, 1961, Trustees' "Statement of General Principles in the Delegation of Authority and Responsibility":

Section IC General "...iii) At each College, there shall be established a Faculty Senate or Council, with such powers and duties as the Trustees may in each instance approve."

On June 7, 1968, I submitted to Chancellor Dumke for action by the Trustees the current Constitution of our Academic Senate, Staff Senate, and Joint Assembly. The Academic Senate is currently operating under a system of delegation of authority which requires that any proposed change in "powers and duties" needs the same approval as the original.

I presume that your announcement that the original "mail" election procedure was illegal gives you the opportunity now to submit to me prior to the election what it is that your Constitution and Bylaws Committee proposes as the exact wording, with strikeouts and underlining, to show the specific changes to the existing document. You are aware from our conversation that I will not endorse the wording as it appeared on the "mail" ballot. What is your desire as to consultation on this matter?

2. Endorsement re: Instruction Committee recommendation that CAM Section 484 (Examinations) be revised. What this recommendation really makes possible is the elimination of any tests, examinations or other forms of achievement evaluation related to a course on the "sole responsibility of each instructor." If the purpose is to achieve a better learning situation, I have no trouble with the recommendation. If the end result turns out as badly as it has at a number of the campuses in our system and across the nation, then we would be well advised to look more deeply into the matter and provide a better substitute for our current CAM Section 484 than the Instruction Committee's proposal. On many campuses which have eliminated examinations on the "sole responsibility of the instructor" it has resulted in loss of high standards, competition for FTE by publicizing easy aspects of specific courses, etc. I shall take no final action on this matter until the Academic Council has made a detailed study of the proposal with a recommendation to me.
3. Endorsement re: Personnel Policies Committee recommendation that three sections of CAM be changed. The proposed change would eliminate any listing

May 30, 1974

as a factor for consideration under the heading of "Other" of "faculty member's ability to relate with colleagues, initiative, cooperativeness, dependability, and health." Keeping in mind that these are only suggestions to an evaluator to consider, the proposed change would be of no help to the evaluator, but would create a confusion because of the similarity with one or more of the three preceding "factors of consideration." To be specific, the factors in order of consideration are: 1) teaching performance and/or other professional performance, 2) professional growth and achievement, 3) service to university and community, and 4) other factors of consideration. The explanation in CAM under "other" now provides guidance to the evaluator to include in that section both "evidence of merit" and "areas and suggestions for improvement" on such important performance matters as "...ability to relate with colleagues, initiative, cooperativeness, dependability, and health." The general instructions on criteria for retention, promotion, and tenure indicate that other factors than those listed may be included by an evaluator when "deemed pertinent to the faculty member's performance as a teacher." But to drop the current helpful explanation in CAM Sections 342 C 1 d, 343.1 H, and 344.2 C and provide as a substitute the following will not be helpful but only confusing: "Consider such other factors, if any, germane to the accomplishment of the professional objectives of the individual department or the school." At a time when evidence on all evaluation matters needs to be as tangible as possible, I can not accept the recommendation to eliminate consideration of personal attributes as though they were unimportant to the individual's ability to perform all the responsibilities of being a productive member of the faculty. There is a need for many people to work together, and most failure on all jobs, including teaching, is caused by interpersonal relationship problems and not subject matter incompetence. I can not accept the elimination of the current wording of the three listed CAM sections. If it is desired, we can add the proposed statement as an addition.

#### Under May 14

1. Refers to recommendations of the Curriculum Committee. When I review the catalog copy, I will consider all recommendations from all sources on matters of curriculum. When my final decisions are made, the Academic Senate will be notified. If there is deviation between my final action and an Academic Senate recommendation, I will provide my reason in writing.
2. Endorsement of CP (Pomona) position on SB 1764 and AB 3608. No action requested of the president.
3. Recommends a revision of CAM 315.5 "Appointment of Instructional Department Heads." Generally speaking, I can support the concepts of the proposed revision, but I will ask the Academic Council to review to make certain

May 30, 1974

that the words are equally understood by all the seven deans who would be involved from time to time in the selection of department heads. There is one section which is satisfactory to me only if it is interpreted by everyone concerned the same way I intend to interpret it:

- D. The appointment of acting, interim or temporary department heads will also be made by the University President following consultation with the appropriate school dean and the department faculty.

Consultation with the department faculty in selecting an acting, interim or temporary department head will not follow the extensive procedure outlined for regular, indefinite term department head appointments. Neither will I seek three nominees, etc., etc. I will meet with the faculty, discuss the need for an acting head, ask for advice, and consider the advice. After that has taken place and when the dean of the respective school and I are in agreement, I will make the acting head appointment without delay. To further complicate an acting head appointment would be foolish. I presume that the Academic Senate will agree with this interpretation. I will request the Academic Council to review the proposal without delay and, if they are doubtful of the interpretation, a clarification of the "consultative" procedure under D. can be added.

4. Endorsed the CSUC professional development program. No action required by the president unless we are requested to participate as one of 4-6 models. If we are asked, the details will be known in agreement form. I presume that all the "conditions" of the "professional development" resolution as to local campus involvement will be covered in contract provisions.
5. Notification of election of new officers. No action by president.
6. Constitutional amendments. Covered in earlier item.
7. Bylaws amendment, first reading. No action by president at this time.
8. Endorsement of action of Executive Committee re: Faculty participation in commencement. My memorandum to all deans, dated May 14, clarified the president's position.



SELECTED IMPORTANT ITEMS REFERRED TO PRESIDENT 1973-74

ITEM	SENATE COMMITTEE INVOLVED	REFERRAL DATE	RESPONSE DATE	RESPONSE CONTENT	FURTHER ACTION
Senate Bylaws Revision a) Senate Membership	Constitution/Bylaws	May 31, 1974	June 24, 1974	Waiting Senate Election Results	President Endorsed September 5, 1974
b) Rest of Package	Constitution/Bylaws	May 31, 1974	Waiting Response		
Bookstore- Faculty Non-published Material	Instruction	May 28, 1974	June 24, 1974	Referred to Foundation Board for recommendation	
Athletic Policies & Procedures	Student Affairs	April 9, 1974	June 26, 1974	Forwarded for Final Statement (Dean Chandler)	
Teaching- Administrative Personnel	Personnel Policies	Nov. 19, 1973	Dec. 3, 1973	Will encourage this where possible	Final Statement Issued-Sept. 13, 1974
Sabbatical Leaves	Personnel Policies	Oct. 10, 1973	Nov. 26, 1973	Approved intent- Further work by Shelton	
CAM 315.5 Appointment of Department Heads	Personnel Policies	May 15, 1974	May 30, 1974	Referred to Academic Council	
CAM 484.1 Final Exams	Instruction	May 3, 1974	May 30, 1974	Referred to Academic Council	Final Statement Issued-Sept. 23, 1974

Executive Committee endorsed revision of CAM 790 on Campus Organizations and returned same to President on August 29, 1974 (See memo from President Kennedy to Chairman dated July 31, 1974).

ATTACHMENT V-A

# WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

Accrediting Commission for Senior Colleges and Universities

1415 COLLEGE OAKLAND, CALIFORNIA 94612

(415) 232-2022

## Evaluation and the Use of Credit

June 26, 1974

### MEMORANDUM

TO Chief Executives of Member Institutions  
FROM Kay J. Andersen  
SUBJECT Evaluation and the Use of Credit

During the course of our June meeting, the Commission approved the attached policy statement on Evaluation and the Use of Credit. This is a revision of an earlier statement entitled the Assignment of Credit.

This statement was felt to be necessary in view of widespread complaints from around the country which suggest alarming abuses in the assignment of credit. In some instances large concentrations of credit are being offered for "life experiences" and poorly planned educational activities, including some domestic and foreign travel. While these may be billed as non-degree credit, the student signs up with the assurance that they provide bona fide credits, many at the graduate level, fully recognized by accrediting agencies.

The Commission appeals to the integrity of your institution and your staff in analyzing every type of educational experience on and off campus in order to maintain the quality of programs. Whenever it is deemed advisable, the Commission authorizes the staff to conduct an immediate investigation and to bill the institution for expenses incurred in the investigation. If serious weaknesses are found, the Commission may issue an immediate order to show cause why accreditation should not be withdrawn.

KJA:ent

While each institution must justify its particular approach to the evaluation of educational experiences and the symbols used, the assignment of credit at the undergraduate and graduate levels should have reasonable currency within the academic community and the many publics served by it. Assignment of credit for special activities or experience, independent study, and intensive contact with an instructor should be compatible with regular procedures throughout the country. Likewise, credit for courses offered by summer sessions, extension divisions, and institutional affiliates, as well as workshops, field work, travel study, and off-campus centers or activities should be consistent with generally recognized standards or practices. A reasonable norm would appear to be not more than one semester unit or its equivalent for a week of full-time study (e.g. approximately six semester units for a six-week summer session).

Approved June 1974  
Accrediting Commission for Senior Colleges & Universities  
Western Association of Schools & Colleges

ATTACHMENT VII-4

September 23, 1974

State of California

# Memorandum

To : Members of the Academic Senate

Date : July 26, 1974

File No.:

Copies :

From : Leslie Labhard, Vice Chairman  
Academic Senate

Subject: Academic Senate - Schedule of Meetings

California Polytechnic State University  
San Luis Obispo

Academic Senate Membership  
1974-1975  
(\*Executive Committee)

Term Office Phone

## School of Agriculture and Natural Resources

Bogalla, John	Agricultural Management	1975	Ag 255	2594
Greffinius, R. J.	Natural Resources Management	1975	Ten 314	2852
*Hooks, Robert D.	Animal Science	1976	Ag 112	2558
D'Albro, James	Ornamental Horticulture	1976	Ten 310	2698
Bermann, James	Agricultural Engineering	1977	AE 106	2568
Hughes, Luther B.	Soil Science	1977	Sci C41	2420

Following is a schedule of the Senate and Executive Committee Meetings for 1974-75.  
All meetings will be on Tuesdays from 3:15 p.m. to 5:00 p.m.

September 17	Executive Committee	Ag 111
October 8	Academic Senate	UU 220
October 22	Executive Committee	Lib 128
November 12	Academic Senate	UU 220
November 26	Executive Committee	Lib 128
December 3	Academic Senate	UU 220
January 7	Executive Committee	Lib 128
January 14	Academic Senate	UU 220
January 28	Executive Committee	Lib 128
February 11	Academic Senate	UU 220
February 25	Executive Committee	Lib 128
March 11	Academic Senate	UU 220
April 1	Executive Committee	Lib 128
April 8	Academic Senate	UU 220
April 22	Executive Committee	Lib 128
May 13	Academic Senate	UU 220
May 27	Executive Committee	Lib 128
June 3	1975-76 Exec. Committee	Lib 128

The agenda for the first meeting will be sent as soon as it is prepared.

ATTACHMENT VII-B

## School of Architecture and Environmental Design

*Saveker, David	Architectural Engineering	1977	IV 213	2135
Batterson, Ronald E.	Architecture	1975		
Haggard, Kenneth L.	Architecture	1976	Ten 205	2024
Asanzio, Joe	Architecture	1976	EW 215	2573
*Xourakis, Joseph M.	City and Regional Planning	FWS	Ten 207	2035
		1976	CSa 222	2016

## School of Business and Social Sciences

O'Leary, Michael J.	Social Sciences	1977	Modoc 26	2574
*Weatherby, Joseph	Political Science	1977	Modoc 23	2871
		1976		
Drandell, Milton	Business Administration	1977	BA&E 108	2325

## School of Communicative Arts and Humanities

Jennings, Charles	Art	1977	Ag 236	2269
Wenzl, Michael	English	1977	Engl 308	2142
Burton, Robert	History	1976	Ten 218	2345
Mayo, Ed	History	F	Ten 214	2315
Nielsen, Keith	Speech Communication	1976	MSD 104	2618
*Sullivan, Gerald J.	English	1976	Engl 310	2135
Beecher, Lloyd	History	1977	Ten 206	2724
Thomas, Guy	Graphic Communications	1977	GA 204A	2056

ATTACHMENT VII-D,1

School of Engineering and Technology

Krupp, William	Engineering Technology	1976	EW 240	2920
Sandlin, Doral	Aerosautical Engineering	1976	EW 126	2645
*Sennett, Robert	Transportation Engineering	1976	EE 144	2052
Cirovic, Michael	EE/EL Engineering	1977	EE 1328	2918
Larson, Stuart	Aeronautical Engineering	1977	Aero 1038	2755
Moore, Larry	EE/EL Engineering	1977	EE 1268	2149

School of Human Development and Education

Harden, Sheldon	Physical Education	1977	MPE 209	2591
Burroughs, Sarah	Home Economics	1975	Ten 321	2657
Weber, Barbara	Home Economics	FW	MHE 139	2229
Nelson, Linden	Psychology	1975	Ten 117	2674
*Lubhard, Lezlie	Home Economics	1976	MHE 138	2617
*Scales, Harry	Education	1976	LIB 216A	2175
Pippin, Louis	Education	1977	BA&E 143	2356

School of Science and Mathematics

Buffa, Anthony	Physics	1977	Sci E42	2778
Hale, Thomas	Mathematics	1977	MHE 212	2263
Boone, Joseph G.	Physics	1975	Sci E42	2778
Brown, Robert	Biological Sciences	1976	ScN 210F	2254
Delany, James	Mathematics	1976	MHE 151A	2073
Wills, Max	Chemistry	1976	Sci D41	2528
*Eatough, Norman	Chemistry	1976	Sci E38	2796
Wall, Leonard	Physics	1977	Sci E43	2718
Hannula, Reino	Computer Science	1977	CSc 212	2026

Professional Consultative Services

Gold, Marcus	Audio Visual	1977	BA&E 16A	2211
*Alberti, Robert E.	Counseling Center	1975	ADM 211	2511
*Jorgensen, Nancy	Counseling Center	1976	ADM 211	2511
Niu, Sarah	Library	1977	Lib 108C	2340

State-wide Academic Senators (Ex-Officio Voting)

*Wenzl, Michael	English	1977	Eng 308	2142
*Andreini, Robert	Speech Communication	1975	Eng 316	2178
*Olsen, Barton	History	1976	Ten 202	2761

Instructional Department Heads

Garceman, L. Robert	Human Dev. and Education	1977	Ten 111	2035
Phillips, William	Arch. and Environmental Design	1977	CSc 218	2374
Johnson, Corwin	Ag. and Nat. Resources	1975	AG 191	2439
Erael, Jason R.	Commun. Arts and Humanities	1975	Eng 206	2648
Moltz, Walter	Engineering and Technology	1975	AC 102	2589
Hariri, Mahmud	Business and Social Sciences	1976	BA&E 101	2260
Frost, Robert	Science and Mathematics	1976	Sci D4	2449

Administrative Personnel

Lawrence Wolf	Financial Aids	1976	ADM 107	2927
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Associated Students, Inc. (Ex-Officio Voting)

Jeff Fischer		1975	UU 217H	4752
Charles Jimenez		1975	UU 217H	4752
*Scott Plotkin (Ex Comm only)				

Administration (Ex-Officio Non-Voting)

Chandler, Everett	Dean of Students		ADM 309	2492
Kennedy, Robert	President		ADM 407	2111
Jones, Hazel	Academic Vice President		ADM 411	2186

CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo

September 25, 1974

-2-

ACADEMIC SENATE COMMITTEES 1974-75  
(Committee Chairman\*)

EXECUTIVE COMMITTEE

Joseph Weatherby, Chairman  
Leslie Labhard, Vice Chairman  
David Saveker, Secretary  
Robert Andreini, Academic Senate C.S.U.C.  
Barton Olsen, Academic Senate C.S.U.C.  
Michael Wenzl, Academic Senate C.S.U.C.  
Robert Alberti, Past Chairman

Agriculture and Natural Resources  
Architecture and Environmental Design  
Business and Social Sciences  
Communicative Arts and Humanities  
Engineering and Technology  
Human Development and Education  
Science and Mathematics  
Professional Consultative Services  
Academic Vice President  
ASI

Robert Hooks  
Joe Kourakis  
Gerald Sullivan  
Robert Sennett  
Harry Scates  
Norman Eatough  
Nancy Jorgensen  
Hazel Jones  
Scott Plotkin

BUDGET COMMITTEE

Agriculture and Natural Resources  
Architecture and Environmental Design  
Business and Social Sciences  
Communicative Arts and Humanities  
Engineering and Technology  
Science and Mathematics  
Professional Consultative Services  
Director of Business Affairs  
Associate Director of Business Affairs  
ASI

William Kurtz 1975  
Timothy Kersten 1975  
\*Keith Nielsen 1975  
Larry Moore 1976  
Leonard Wall 1976  
Charles Beymer 1976  
James Landreth Ex-Officio  
Joseph Surra Ex-Officio  
1975

CONSTITUTION AND BYLAWS STUDY COMMITTEE

Agriculture and Natural Resources  
Architecture and Environmental Design  
Business and Social Sciences  
Communicative Arts and Humanities  
Engineering and Technology  
Human Development and Education  
Science and Mathematics  
Professional Consultative Services  
ASI

\*Corwin Johnson 1976  
Francis Hendricks 1975  
Leo Pinard 1976  
Robert Huot 1976  
Robert Sennett 1975  
Edward Jorgensen 1975  
Max Wills 1975  
Marcus Gold 1976  
1975

ATTACHMENT VII-D,11

CURRICULUM COMMITTEE

Agriculture and Natural Resources  
Architecture and Environmental Design  
Business and Social Sciences  
Communicative Arts and Humanities  
Engineering and Technology  
Human Development and Education  
Science and Mathematics  
ASI  
Associate Dean Curriculum and Instruction  
University Librarian  
Professional Consultative Services

Luther Hughes 1976  
John Edmiston 1976  
Randal Cruikshanks 1975  
\*Gerald Sullivan 1975  
Michael Cirovic 1975  
Dwayne Head 1975  
Aryen Roset 1975  
David Cook 1975  
Harry Strauss Ex-Officio  
Eileen Pritchard Ex-Officio  
1976

ELECTION COMMITTEE

Agriculture and Natural Resources  
Architecture and Environmental Design  
Business and Social Sciences  
Communicative Arts and Humanities  
Engineering and Technology  
Human Development and Education  
Science and Mathematics  
Professional Consultative Services

\*Robert Hooks 1975  
George Kastner 1975  
George Hoffman 1976  
Louis Pippin 1976  
Tony Buffa 1975  
Mary E. Harris 1976

INSTRUCTION COMMITTEE

Agriculture and Natural Resources  
Architecture and Environmental Design  
Business and Social Sciences  
Communicative Arts and Humanities  
Engineering and Technology  
Human Development and Education  
Science and Mathematics  
Head Audio Visual Services  
University Librarian  
Associate Dean Academic Planning  
ASI  
Professional Consultative Services

Ruben J. Greffenina 1976  
Joseph Amancio 1976  
Michael O'Leary 1975  
\*Charles Jennings 1976  
Frank Crane 1975  
Larry Hutchison 1975  
Thomas Hale 1975  
John Heinz Ex-Officio  
Harry Strauss Ex-Officio  
1975  
Robert Alberti Ex-Officio  
1976

PERSONNEL POLICIES COMMITTEE

Agriculture and Natural Resources  
Architecture and Environmental Design  
Business and Social Sciences  
Communicative Arts and Humanities  
Engineering and Technology  
Human Development and Education  
Science and Mathematics  
Professional Consultative Services  
Director, Personnel Relations  
ASI

Frank Coyes 1975  
Robert Batterson 1975  
Lloyd Beecher 1976  
Warren Anderson 1976  
\*Barbara Weber 1975  
James Delany 1975  
Nancy Jorgensen 1975  
Donald Shelton Ex-Officio  
1975



STUDENT AFFAIRS COMMITTEE

Agriculture and Natural Resources	Bill Jacobs	1976
Architecture and Environmental Design		1976
Business and Social Sciences	* Milton Drandell	1975
Human Development and Education	Dale Federer	1976
Communicative Arts and Humanities	David Rollings	1975
Engineering and Technology	Doral Sandlin	1975
Science and Mathematics	Neil Moir	1975
Dean of Students	Everett Chandler	Ex-Officio
ASI Officer	Scott Plotkin	1975
ASI Representative		1975
Professional Consultative Services	Helen Mackenzie	1976

GENERAL EDUCATION AND BREADTH REQUIREMENTS COMMITTEE

Agriculture and Natural Resources	Allen Foutz	1976
Architecture and Environmental Design	Edward Ward	1976
Business and Social Sciences	Dan Williamson	1976
Communicative Arts and Humanities	Donald Hensel	1975
Engineering and Technology	Paul Scheffer	1975
Human Development and Education	Josie Stearns	1975
Science and Mathematics	* James Daly, Co-Chairman	1975
Curriculum Committee	* Gerald Sullivan, Co-Chairman	1975
Associate Dean, Curriculum and Instruction	David Cook	Ex-Officio
ASI		1975
Professional Consultative Services	Angelina Martinez	1976

PERSONNEL REVIEW COMMITTEE

Agriculture and Natural Resources	Boyce Lambert	1976
Architecture and Environmental Design	Duane O. Seaberg	1975
Business and Social Sciences	Sat Rihal	1976
Communicative Arts and Humanities	George Eastham	1975
Engineering and Technology	Ernest Miller	1976
Human Development and Education	David Kann	1975
Science and Mathematics	Ed Mayo	1975
Professional Consultative Services	* Alfred Andreoli	1975
	Jacob Sabto	1975
	Erland Dettloff	1976
	Dwayne Head	1975
	Reino Hannula	1975
	Dennis Homan	1975
	Edward A. Wilk	1975
	Michael L. Emmons	1975

RESEARCH COMMITTEE

Agriculture and Natural Resources	James Hallett	1976
Architecture and Environmental Design	David Savcker	1975
Business and Social Sciences	Allen Settle	1975
Communicative Arts and Humanities	Guy Thomas	1975
Engineering and Technology	Frank Hendel	1976
Human Development and Education	Kris Morey	1975
Science and Mathematics	James Bacon	1975
Director of Business Affairs	James Landreth	Ex-Officio
Foundation Executive Director	Al Amaral	Ex-Officio
Director of Institutional Studies	Lowell H. Dunigan	Ex-Officio
Associate Dean, Research	Howard Boroughs	Ex-Officio
ASI		1975
Instructional Dean	Robert Valpey	Ex-Officio
Professional Consultative Services	Fred Genthner	1976

FAIRNESS BOARD (Tenured Only)

Agriculture and Natural Resources	Gene Offerman	1975
Architecture and Environmental Design	Donald Koberg	1975
Business and Social Sciences		1976
Communicative Arts and Humanities	Max Riedlsperger	1975
Engineering and Technology	Ed Strasser	1976
Human Development and Education	James Langford	1976
Science and Mathematics	* Paul Lansman	1975
ASI		1975
Professional Consultative Services	Don Cheek	1976

FACULTY LIBRARY COMMITTEE

Agriculture and Natural Resources	Joe Glass	1975
Architecture and Environmental Design	Carleton Winalow	1975
Business and Social Sciences	Carl Lutrin	1976
Communicative Arts and Humanities	Timothy Barnes	1975
Engineering and Technology	William Krupp	1975
Human Development and Education	Homer Hoyt	1976
Science and Mathematics	Elizabeth Perryman	1976
Professional Consultative Services	Ed Wilks	1975
ASI		1975
Director, University Library	Harry Strauss	Ex-Officio

DISTINGUISHED TEACHING AWARDS COMMITTEE

Alice Roberts	1976	
	1976	
Stuart Larsen	1975	
Lyle McNeal	1975	
Kenneth Schwartz	1975	
	1975	student
	1975	student

*distributed at Senate  
mtg 10-8-74*

P R O P O S A L

TO ESTABLISH A FACULTY DEVELOPMENT CENTER

AT

CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
SAN LUIS OBISPO

)      October 10, 1974

# P R O P O S A L

## To Establish A Faculty Development Center

### I. Prologue

From its inception, in 1901 as a vocational high school, this university has had as its central mission the education of students for varied careers. This special mission has resulted in the creation of over 50 undergraduate and 15 graduate degree programs which offer an integration of knowledge and skills needed for occupational competence.

Faculty members in both technological and traditional academic disciplines are themselves expected to have backgrounds which exemplify both academic and career excellence. Their difficult and demanding task requires the creation of successful learning-teaching experiences for students, utilizing where appropriate a "learn by doing" or "hands-on" approach.

A significant proportion of the faculty, selected principally because of their academic training and professional experience, arrive here with limited teaching experience. Many of these individuals have expressed a need for expert assistance in the development of effective teaching styles.

There are great challenges and great opportunities for faculty of an institution dedicated to both academic and career excellence. Among the special problems posed for the faculty of a technological university are the following:

1. staying current in rapidly changing academic and career fields;
2. overcoming the geographic isolation of a campus which is distant from other universities, libraries, research centers, and metropolitan resources;
3. finding more effective ways to use the limited resources available for continued faculty learning;
4. discovering external resources to create expanded learning opportunities for faculty.

Two major surveys of the university faculty, conducted by committees of the Academic Senate in 1973-74, indicate substantial faculty desire for professional development opportunities. In a study of "non-classroom activities," the Instruction Committee determined that faculty members desired a 71% increase in time available for professional growth activities ---indeed, professional growth was the only area in which the faculty indicated a desire to have more time! A survey conducted by the Academic Senate Directions Committee showed "classroom teaching" rated second to "academic governance" by faculty in their ranking of areas to which the Senate should address emphasis.

Campus response to these needs of the faculty crystallized in May, 1974, when a general proposal to create a Faculty Development Center at the university was endorsed by the Academic Senate, the Academic Council, and the President of the University. In addition, it was agreed that:

- a) Faculty participation in a Development Center shall be voluntary.
- b) The Coordinator of the Center shall be a tenured faculty member, acceptable to faculty, approved through the Academic Senate, and shall be knowledgeable and skilled in the areas encompassed by the Center.
- c) An advisory committee shall be appointed with representatives from teaching faculty, students, non-teaching staff, and administration, the majority of the committee to be comprised of teaching faculty.

## II. Basic Assumptions

The proposal to create a Faculty Development Center at the university is predicated on the following assumptions:

1. The faculty are already doing a difficult job well. This Center program would expand and enhance resources available to assist them.
2. The processes of teaching and learning are not independent. They are interdependent.
3. The incredibly rapid expansion of and change in knowledge requires restructuring of teaching-learning strategies, new discipline interfaces, and interdisciplinary synthesis.
4. This university embodies a unique breadth and depth of academic disciplines and very real and unique opportunities for creative synthesis and innovative instruction.
5. The effective teacher should possess:
  - a) a thorough knowledge and understanding of the academic discipline, its relationship to the university's curriculum, and to the world of work;
  - b) a sound foundation of scholarship, research, and practical experience in the discipline;
  - c) an understanding of human behavior, including one's own, as it relates to teaching-learning;
  - d) a capacity for clarity of expression for presenting the spirit of the discipline while avoiding non-functional technicalities.

### III. Purpose of the Center

The university proposes to establish a Resource Center for Faculty Development. The Center will enable faculty who wish to do so to:

1. examine and test new ideas and new learning-teaching strategies;
2. seek information and assistance in the improvement of instruction;
3. expand existing knowledge and skills in the subject field;



4. develop an improved understanding of human behavior, including one's own, as it relates to teaching-learning;
5. assess learning-teaching strategies and results;
6. develop new or alternative model learning-teaching plans and/or curricular innovations.

The emphasis in the proposed program is seen as developmental---enhancing and expanding good work already being done---rather than remedial.

#### IV. Activities

Plans for a wide variety of activities, which will involve faculty and will be consonant with the purposes stated above will be needed. It is anticipated that among the Center's activities will be the following:

1. Partial release from teaching of designated faculty in a given quarter (e.g., 5 individuals @ 0.2 faculty position each) to permit work on individual or group projects involving instructional or curricular development.
2. Interdisciplinary meetings on topics cutting across academic interests, designed to stimulate integration of related curriculum areas.
3. Expert teachers available for consultation on a scheduled basis.
4. Coordination and facilitation of existing and future faculty development activities on the campus, including small group presentations, workshops, exhibits, demonstration/observation, meetings with specialists, colloquia, lecture series, faculty seminars.
5. Lectures, seminars, videotapes and discussions involving as "models" those teachers who have received awards for or are generally recognized as distinguished teachers.
6. Seminars for exploration and discovery in areas of individual personal development.
7. Orientation to the university community for new faculty members.

8. Periodic temporary part-time assignment to the Center of a faculty member who wishes to utilize the facilities and materials of the Center to explore aspects of a research interest.
9. Resources and assistance for professors who wish to improve ratings in departmental, peer, or student evaluation.
10. Development by Center staff, or faculty on special assignment, of improved instruments for evaluating teaching performance.
11. Informal meeting place for sharing of scholarship and instructional innovation.
12. Resource for faculty who wish to learn how to involve students in goal setting.
13. Career development services for faculty, in conjunction with the university's Career Resource Center for students.
14. Publication of faculty "guides" or "occasional papers" related to the improvement of teaching, instructional or curricular change.

#### V. Structure of the Center

##### 1. Staff

The Center will have one full-time Coordinator and a part-time secretary. (The university will provide space and standard office equipment.)

##### 2. Advisory Board

The Center Advisory Board will consist of four faculty members, selected by the Academic Senate; two students appointed by the ASI President; the Vice President for Academic Affairs and the Coordinator of the Center as ex-officio members of the Board.

##### 3. Facilities

The Center will be temporarily located adjacent to the Academic Senate office until such time as a permanent location can be established.

4. Budget

A. From university resources:

1.0 academic year faculty position including the requisite dollars to cover salary savings and staff benefits at the equivalent rank of Assistant Professor, Step 3	\$13,104
0.5 secretarial support position (Clerical Assistant II-B)	3,618
Materials and supplies	<u>500</u>
Total	\$17,222

In addition to the above, campuswide resources will be available to the Center from such instructional units as Library, Audio Visual, Counseling Center, Computer Center, and Learning Assistance Center.

B. From CSUC/NPD&E resources:

1.0 FTE Faculty position.

Any other resources, including consultant services, which may be available from the CSUC grant.

VI. Evaluation

It is anticipated that the effectiveness of the Faculty Development Center will be assessed in at least four direct ways:

1. Preliminary assessment and on-going evaluation will be conducted under the auspices of the CSUC Center for Faculty Development.
2. Participants will be asked to complete a self-evaluation of their experiences with the Center.

3. Release of a professor for 3 units of time to:
  - (a) periodically evaluate the program (e.g., at end of academic year) and prepare a written report to the university;
  - (b) develop and refine an instrument for subsequent evaluations.
4. Changes in peer, departmental or student evaluations of professors who participate in self-improvement programs.

VII. Time Schedule

October 7, 1974	Academic Council Final Review of Proposal
October 8, 1974	Academic Senate Final Review of Proposal
October 15, 1974	Presidential Approval and Submission to CSUC
November 1, 1974	CSUC Action/Selection of Campuses
November 10, 1974	Establishment of interim campus site for the Center
	Selection of faculty coordinator
	Selection of secretary
November 15, 1974	Assessment of campuswide needs related to faculty development
	Call for faculty project proposals (Winter 1975)
November 30, 1974	Deadline for faculty project proposals (Winter 1975)
December 10, 1974	Advisory Board selection of faculty "pilot" projects ("pilot" projects are expected to focus at first on assessment and planning)
January 2, 1975	Pilot projects begin
	Advisory Board begins planning for Spring Quarter

January, 1975	Advisory Board begins detailed 3-year plan Visitation by CSUC Center Director
January-March, 1975	Pilot projects under way 3-year plan developed Consultation with departments, individual faculty, students, consultative groups (Senate) and administrators
January 24, 1975	Call for faculty project proposals (Spring & Summer 1975)
February 14, 1975	Deadline for faculty project proposals (Spring & Summer 1975)
February 28, 1975	Advisory Board preliminary review of pilot projects and need assessment Advisory Board selection of faculty projects (Spring & Summer 1975)
March 24, 1975	Faculty projects begin (Spring 1975) Advisory Board intensive review of Winter Quarter projects and need assessment Center begins sponsorship of activities 1, 2, 3 & 4
April 1, 1975	Three year detailed plan submitted to Academic Senate and Vice President for Academic Affairs
April, 1975	Visitation by CSUC Center Director Center "Open House" for faculty
April 7, 1975	Call for individual faculty, departmental, school or universitywide projects for Fall 1975 (or 1975-76 academic year)



April 28, 1975	Deadline for individual faculty, departmental, school or universitywide projects for Fall 1975 (or 1975-76 academic year)
May 12, 1975	Advisory Board selection of projects (Fall 1975)
May 30, 1975	Three year plan approved by campus agencies Three year plan submitted to CSUC Center Advisory Board intensive review of Center program, staff, plans Center site for 1975-1976 approved
June-September, 1975	Center facilities and programs prepared for Fall (including relocation if necessary)
September 22, 1975	1975 Program begins Center begins sponsorship of activities 5, 6, 7, 8, 9, 10, 11, 12, 13, 14